

# Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 (916) 556-0298 www.sacrt.com

## Chief of Staff Internal/External

**Salary Range:** \$147,840 - \$198,120 annually  
(Plus Excellent Benefits)

**Posting Date:** November 29, 2018 (Thu)  
**Filing Deadline:** December 19, 2018 (Wed)

### **SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION**

As the capitol of the fifth largest economy in the world, Sacramento is the star on the map of California. It's a thriving metropolis that was cited by TIME magazine as America's Most Diverse City, and recognized as one of the five "most livable" regions in America. Sacramento offers inviting neighborhoods, exciting entertainment and arts, cultural attractions, beautiful scenery and recreation, and rich agricultural lands that make it America's Farm-to-Fork capitol.

[Indeed.com](http://Indeed.com) ranked the Sacramento region sixth in the nation when taking into account cost of living, unemployment rate and projected job growth. Sacramento is the only California metro area that cracked the Top 10. With tremendous population growth due to a healthy economy, the need for fast and reliable transportation is key to Sacramento's economic success.

SacRT provides exceptional, convenient and accessible service to residents and businesses who live, work and play in our great region. With three light rail lines, 52 light rail stations, 69 bus routes, over 3,000 bus stops, and an innovative on-demand microtransit shuttle service operating all within a 400 square-mile service area, SacRT is the largest transit provider in the Sacramento region.

Help Move Sacramento! Join SacRT's team of transportation professionals and be part of moving Sacramento to a better tomorrow.

- ) You can make a difference here, and serve the community while working for SacRT
- ) We recognize and reward hard work, and you can build a career with the opportunity for growth here
- ) We invest in our people -- your growth improves our collective contribution to the region
- ) You will be part of a diverse team, sharing ideas, and pursuing excellence in customer service
- ) Your opinion matters, we want your ideas and capabilities put to work for Sacramento

SacRT provides its employees with exciting challenges and growth opportunities, and competitive salaries and an attractive benefits package.

- ) Medical, dental and vision health insurance
- ) Group life insurance
- ) Paid holidays, vacation and sick leave
- ) Pension Plan
- ) 457 Deferred Compensation and other Saving Plans under consideration

### **BRIEF DESCRIPTION**

Under general direction, from the General Manager/CEO, the Chief of Staff assists and participates in planning, developing, organizing, and facilitating the activities of the District and may direct departmental activities and staff as assigned. Leads and/or participates in special projects of strategic importance to SacRT, which may be internally focused with cross-functional impact and externally focused involving community groups and stakeholders. The incumbent also creates and manages the crucial link between external and internal resources by identifying key issues and concerns, and facilitating the development and implementation of key project objectives and resulting process improvements within the District and also identify issues that have short and long term impact on the District. This classification is an At-Will Executive Management position serving at the discretion of the General Manager/CEO.

### **ESSENTIAL FUNCTIONS**

- ) Provide executive level management oversight and strategic direction to the District's divisions, assisting with the overall management and administration of program activities and internal operation of SacRT.
- ) Develop District-wide process improvement program based on assessment of project and resulting needs and resources.
- ) Manage the development and implementation of all District process improvement teams by creating a dynamic group environment that will assist in the identification of crucial issues.
- ) Provide oversight for the development and implementation of organizational policies that create support for the District and for transit with the public.
- ) Serve as project manager for a variety of special projects; facilitate project activities and resolve issues; and develop and submit project reports.
- ) Analyze and evaluate complex public issues and make recommendations on appropriate District action.
- ) Maintain communication with other government agencies to coordinate regional issues and represent the District; and serve as liaison to executive managers, department heads, Board of Directors, and other external agencies.
- ) Assist with the development of necessary public relations programs designed to communicate with the general public and community members about District projects.

### **MINIMUM QUALIFICATIONS**

**Education:** Four (4) years of college resulting in a Bachelor's degree from an accredited college or university.

Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

### **Experience:**

A minimum of ten (10) years of progressively responsible management level experience with strategic planning and program development and analysis for a public or private sector organization specifically where assignments have included significant interaction with executives, public officials, and other community organizations. Transit service experience highly desirable.

**Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

### **FILING**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and proof of education as outlined above, are required for this position. Applications, job announcements, supplemental questionnaire and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at [www.sacrt.com](http://www.sacrt.com). All documents presented in Adobe PDF or Microsoft Word formats, are available in accessible formats. Please call (916) 321-2877 or TDD (916) 483-4327 to request an accessible format.

**Completed employment applications, supplemental questionnaire and proof of education as outlined above, must be submitted to the Human Resources Department not later than Wednesday, December 19, 2018 at 5:00 p.m.** RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT is an Equal Opportunity Employer. EOE - Minorities/Women/Disabled/Veterans  
(Supplemental Questionnaire on Reverse Side)**

# Sacramento Regional Transit District Supplemental Questionnaire

## Chief of Staff

**Deadline Date: Wednesday, December 19, 2018**

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the deadline date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

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**Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.**

1. Describe, in detail, your specific role and support experience in planning, developing, organizing and directing strategic administrative activities related to the goals, priorities, or objectives of an organization. In your response, include the employer(s) and number of years/months you performed the duties, and indicate if the experience was in a public sector, transit or transportation setting.
2. Describe, in detail, your experience as a project manager, facilitating projects/programs/activities, including conducting research/analysis, preparing detailed written reports, and making oral presentations in a public setting. In your response, include the employer(s) and number of years/months you performed the duties, and indicate if the experience was in a public sector, transit or transportation setting.
3. Describe in detail, your experience identifying key issues/concerns and developing process improvements, which had both long and short term impact on the organization. In your response, include the employer(s) and number of years/months you performed the duties, and indicate if the experience was in a public sector, transit or transportation setting.
4. Describe in detail, your experience maintaining successful business relationships with the groups listed below. In your response, provide examples of how you have made each relationship work.
  - A. Executives
  - B. Public officials
  - C. Community organizations